

## Initial Steps

1. You have created a SCI PAS account, and now you are enrolling your facility (or facilities) to submit data electronically using HL7 messaging. The HL7 enrollment process will require technical information, which your EHR vendor can provide.
  - a. The Transmission Protocol and Direction. Determine if your vendor will send HL7 files using the SFTP or HTTPS transport option. Indicate the direction of message flow (unidirectional is from the EHR to the registry and bidirectional is EHR-to-registry, followed by registry-to-EHR).
  - b. If you will submit data using SFTP, the IP address of the computer used to transmit messages to DHEC is required.
  - c. Indicate if you will be using acknowledgment (ACK) messages.

The screenshot shows the 'HL7 Enrollment' form within the SCI PAS system. The header includes the DHEC logo, the SCI PAS logo, and the text 'South Carolina Immunization Provider Access System'. A navigation bar contains links: HOME, NEWS, ACCOUNT, VACCINE, REGISTRY, ADMIN, REPORTS, and LOGOUT. A user status bar indicates 'Logged in as John E Doe (TestFac@comporium.net) Current PIN: 10000122'. A 'Print Preview' link is present. The form itself has a title 'HL7 Enrollment' and a status indicator 'Required' (checked) and 'Incomplete' (unchecked). The form contains several fields: 'Select transmission protocol' with radio buttons for SFTP (selected) and HTTPS; 'Direction' with radio buttons for Unidirectional (selected) and Bidirectional; 'Test: SFTP Public IP Address' and 'Test: SFTP Fully Qualified Domain Name'; 'Production: SFTP Public IP Address' and 'Production: SFTP Fully Qualified Domain Name'; and 'Participant will use acknowledgement file' with radio buttons for Yes (selected) and No.

- d. The Organization NPI. If you do not know your Organization NPI, the CMS website (<https://nppes.cms.hhs.gov/NPPES/NPIRegistryHome.do>) provides a search tool for this. Once on the website, select 'Search for ORGANIZATIONAL PROVIDER.' Note that 'individual NPI' and 'organization NPI' differ.
  - e. List the organization and technical contacts.

The screenshot shows the 'Organization and Technical Contacts' form within the SCI PAS system. The header is identical to the previous form. The form contains several fields: 'Provider Type' with radio buttons for Public and Private (selected); 'Name of Organization' with a text box containing 'Test Facility'; 'Contact Name', 'Contact Email', and 'Telephone' with text boxes; 'Organization NPI' with a text box containing '4684846546'; 'EHR Vendor Name' and 'EHR Software Name' with text boxes; 'Technical IT Contact Name', 'Technical IT Contact Telephone', and 'Technical IT Contact Email' with text boxes.

2. The Immunization Division will review your SCI PAS account. Once your facility is approved for testing, the IT setup (contains user credentials, transport protocol, and test plan) and DHEC HL7 Immunization Implementation Guide will be e-mailed to the 'Organization Contact' and 'Technical IT Contact' listed on the HL7 Enrollment screen.

### **Testing Procedures**

1. The provider/vendor will send test transmissions to DHEC using the transport protocol shown on the IT setup.
2. The provider must complete test plan section and return the IT setup to the Immunization Division.
3. The test transmission will be processed by the Test Registry system, and the results will be reviewed against the test plan.
4. The Immunization Division will send email notification of the results.
5. Once approved, the Immunization Division will email the Production user credentials and transport protocol to begin submission to the Production Registry system.
6. When sending live data use the assigned Production SC DHEC Sending Provider ID Number in the Sending Facility field (#4) of the Message Header segment (i.e., 55555^ practice name).